I/3 Solution Components Document

The AMS Approach

To meet the budget, data warehouse, eProcurement, financial and HR/Payroll requirements of the State of Iowa as outlined in the RFP, AMS proposes several components from the AMS ADVANTAGE® suite of products.

AMS ADVANTAGE was built from the ground up for the state and local government market. The robust, feature-rich software provides fund-based financial accounting, GAAP-based reporting, integrated encumbrance and budgetary control and true end-to-end procurement capabilities. The application's controls are managed through flexible table options. New controls can be added or existing ones modified to address unique local requirements as well as changing GASB requirements. AMS ADVANTAGE allows users to configure the system through flexible accounting controls, budgets, chart of accounts, and business rules to meet the demands of the organization, legislative bodies or reporting agencies.

The components of the AMS solution proposed for the State of Iowa are summarized in Exhibit 3-3. The sections that follow highlight the features and functions proposed for Iowa.

Exhibit 3-3
AMS Solution Components

Iowa Solution Requirement	AMS Proposed Solution Component	Capabilities
Budget Preparation	AMS ADVANTAGE BRASS®	Performance measure budgeting, operating budget, salary and forecasting, capital budgeting, "what if" analysis, spreadsheet views change tracking and configurable workflow.
*e*Procurement	AMS ADVANTAGE® Procurement	Purchasing, including vendor registration, requisitions, Web solicitations, Web response, Web notifications, purchase orders, accounting, receiving, EFT and EDI.
Financials	AMS ADVANTAGE® Financial	Accounts Payable, including invoices, payments and disbursements, travel, and vendors.
		Accounts Receivable, including cash management, revenue and invoicing, and reconciliation

Iowa Solution Requirement	AMS Proposed Solution Component	Capabilities
		General Ledger, including GAAP and GASB Conformance, account definition and maintenance, encumbrance and budgetary control, ledger posting, closing, reconciliation, cost accumulation and allocation, and financial reporting
		Grants Management, including templates, budgetary control, automated accounting, costing, reconciliation, reporting, close-out, and federal compliance
Fixed Assets	AMS ADVANTAGE® Fixed Assets	Fixed Assets Management, including structure, support for third party bar coding for generating and reading labels, maintenance, depreciation, property and lease management, and reporting
Inventory	AMS ADVANTAGE® Inventory	Inventory Management, including setup, material transactions, replenishment, cycle count and physical inventory, data collection, queries and reports, period close
Human Resource/Payroll/Benefits	AMS ADVANTAGE® HR	Position control, rules-based configuration, effective dating, approvals, employee relations, applicant tracking, employee benefits, payroll processing, employee self service (ESS).
Data Warehouse	AMS infoADVANTAGE®	Query, reporting, analysis and web-based technologies

AMS ADVANTAGE BRASS

BRASS is the first enterprise-wide budgeting system exclusively designed for use by government, like the State of Iowa. All the elements needed for governmental budget formulation, analysis, reporting and monitoring are integrated into one package. BRASS puts electronic budget forms, modeling, reporting, consolidation, salary & benefit forecasting at the fingertips of analysts. Its security, hierarchy and budget staging tools allow the State's budget office to organize workflow. BRASS has the capacity to display and manipulate performance measures along with financial data. The data is not just a collection of spreadsheets but a relational database that analysts can look at from various angles or dimensions. BRASS's Spreadsheet Views provide powerful ad hoc reporting and support drill down capabilities. The system is designed to support the budget process from the start to finish without data reentry. BRASS is not based upon web technologies.

The Salary and Benefit Forecasting (SBFS) module within BRASS contains information about every position and employee with in the State of Iowa . This allows for the performance of a detailed forecast of all salaries and benefits between a user-defined start and end date. Forecasted salaries and benefits can be posted to the budget database, so once the forecast is made it can be integrated into the rest of the budget without re-keying. The SBFS will be linked to the human resource data for periodic downloads. The data consists of position and employee data including summary data for each grouping.

AMS ADVANTAGE Procurement

AMS ADVANTAGE Procurement supports central purchasing authority, while providing autonomy for decentralized organizations and users. Authorized organizations may establish their own contracts. Approval paths may be setup differently according to entity specific requirements. And with its intuitive navigation, users can easily submit requisitions. Purchasing users are provided with one stop shopping—items not available via approved purchasing sources are automatically routed to procurement professionals for solicitation. The solicitation component provides the professional procurement staff with templates, libraries for terms and conditions and evaluation criteria, workload management tools, vendor performance tools, and bid tabulations.

AMS ADVANTAGE Financial

AMS ADVANTAGE Financial is a robust and feature-rich system that provides fund-based financial accounting, GAAP-based reporting, integrated encumbrance and budgetary control capabilities using web technology. The application's accounting controls are managed through flexible table options. New controls can be added or existing ones modified to address unique local accounting requirements as well as changing GASB requirements. AMS ADVANTAGE allows users to configure the system through flexible accounting controls, budgets, chart of accounts, and business rules to meet the demands of the organization, legislative bodies or reporting agencies.

AMS ADVANTAGE Financial contains integrated Accounts Payable and Accounts Receivable modules. Automated accounts receivable processing improves revenue management, with its ease of forecasting receivables and identifying those overdue. Customer billing profiles ensure proper billing documentation is generated on schedule. Bills may be submitted to customers electronically, and payments may be accepted electronically, using credit cards or check. Accounts Receivable functions are integrated with the cost accounting component in support of the billing related transactions for grants and capital projects. Integration with the Accounts Payable module provides the ability to intercept payments to offset overdue receivables and allows automated refund of customer credit balances.

Grants and Projects Management is included with AMS ADVANTAGE Financial, providing the functionality necessary for the management of grant and project costs. This module was designed to support the most complex federal grants and projects and includes a robust cost allocation facility. It provides independent but integrated cost accounting codes to support

grants. The cost accounting codes are designed to capture financial and performance data associated with grants from federal or other funding sources. Separate codes provide full freedom to define cost accounting code structures as required by the funding sources' budgeting, reporting and billing requirements.

AMS ADVANTAGE Fixed Assets

The Fixed Assets component of AMS ADVANTAGE is designed to support the full financial reporting of fixed assets as mandated by the Governmental Accounting Standards Board (GASB), as well as the management and control aspects of the physical items. The Fixed Assets module conforms to the Generally Accepted Accounting Principles (GAAP) for fixed asset accounting. Fixed Assets is integrated with the AMS ADVANTAGE Financial system.

The Fixed Asset component is designed to maintain a record of the original cost of an asset as well as each betterment. Pertinent information about a fixed asset is available for online inquiry, in summary and detail. In addition, a complete audit trail is maintained of all transactions affecting the fixed asset.

AMS ADVANTAGE Inventory

The Inventory Control features of AMS ADVANTAGE will support the requisition processing, inventory management, purchasing, and physical inventory reconciliation functions of inventory management. Through real time system updates, inventory users are apprised of the availability of stocked items and the status of stock requests. The Inventory Control module will help minimize inventory investments consistent with service objectives by basing purchasing decisions on usage history. It provides automated tools to assist servicing, purchasing, and management of the inventory. It can also improve financial control of the inventory by posting chargebacks to the user organizations.

The Inventory Control module is fully integrated with the AMS ADVANTAGE General Ledger, Procurement and Accounts Payable processes. Stock requisitions immediately record encumbrances to the requesting agency's account. Once the receipt of goods to the agency is confirmed, the encumbrance is reversed, an expenditure is posted, and the revenue to the warehouse is posted. The AMS ADVANTAGE Inventory items are defined based on commodity codes used by the procurement processes. This supports an automated replenishment process, tracking anticipated deliveries and updating inventories quantities. The Accounts Payable module can be used to determine changes to the cost of items.

AMS *info*ADVANTAGE

AMS has carefully selected a suite of reporting tools and methodologies to complement the AMS ADVANTAGE suite of products and packaged them into a value-added product called *info*ADVANTAGE.

The underlying query, reporting, and analysis tool of *info*ADVANTAGE is the industry-leading Business Objects. AMS has established a deep relationship with Business Objects to provide a tool that will enable end users to access, analyze, and share the wealth of information stored in the databases through a web interface. Whether end users want scheduled, easy-to-use reference reports showing key indicators at a glance or the ability to

query and manipulate the results they see, *info*ADVANTAGE has the functionality they require.

ADVANTAGE HR

Fully integrated with AMS ADVANTAGE Financial, AMS ADVANTAGE HR is the most comprehensive integrated personnel and payroll solution available. ADVANTAGE HR supports the full spectrum of human resource management—from the application process, to the hiring and orientation process, to lifetime career development, to payroll and benefits issues and more. Like AMS's other ADVANTAGE government solutions, ADVANTAGE HR makes it easy for organizations to comply with government regulations and reporting requirements without costly modifications and complicated software changes. Standard reports, including EEO reports, 941 Quarterly Reports, and W2s, are automatically generated by the system and are fully compliant with state and federal requirements. ADVANTAGE HR is designed to make your job easier—ensuring accuracy by eliminating redundant data entry points and centralizing the approval process. With ADVANTAGE HR, personnel data is entered once and is automatically made available to the people who need it, when they need it.

The self-service functionality of AMS ADVANTAGE HR utilizes web technology and may be accessed through a web browser. The system is user-friendly and does not require users to have sophisticated programming skills or enlist the assistance of technical staff. Through Employee Self-Service, agencies and individual employees are able to enter their own information.